

The Tempe Way



MISSION:

To make Tempe the best place to live, work and play.

VALUES:

People... Integrity... Respect... Openness... Creativity... Quality...

CONTROL CENTER OPERATOR

Purpose:

To actively support and uphold the City's stated mission and values. To monitor, control and operate the City's water treatment facilities through the use of a computerized control system.

Supervision Received and Exercised:

Receives direction from a Control Center Supervisor or other supervisory or management staff.

Exercises functional and technical supervision over lower level plant operations staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Monitor water/wastewater treatment plants and remote facilities through the use of a computerized control system.
- Monitor water reclamation plant operations, wastewater lift stations and wastewater metering stations using a computerized monitoring system.
- Monitor and evaluate the actions of lower level plant operators at remote facilities, providing direction as needed.
- Interpret and evaluate data received from remote sites through the SCADA (Supervisory Control and Data Acquisition) computerized system.
- Operate SCADA computer system and personal computer.
- Adjust water treatment chemicals and pumping rates for maximum effective operation.

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Control Center Operator (continued)

- Maintain communications with plant operators at all times; advise plant operators of changes necessary to ensure efficient plant operation.
- Perform dispatching duties during emergency situations in the water/wastewater distribution and collection system; notify appropriate emergency personnel, management and other agencies in the event of an emergency; procure equipment and material as required.
- Advise Control Center Supervisor of plant conditions and potential problems in treatment facilities operations as needed.
- Respond to alarms, equipment failures and security alarms; determine cause and take necessary corrective action.
- Collect, analyze and interpret water quality data; maintain daily logs; monitor process control variables and program adjustments as required.
- Analyze trending graphs and logs to forecast raw water usage and order daily requirements.
- Detect, analyze and report any potential problems within the SCADA system which are not consistent with established operating guidelines.
- Prepare and enter into the computer daily shift reports on the status of operating conditions.
- Maintain and update records, reports and logs using a PC.
- Communicate orally and in writing with plant staff and supervisory personnel concerning routine and emergency situations.
- Collect, analyze and interpret water quality data on a daily basis, and initiate appropriate corrective action as needed.
- Monitor security for all remote water treatment facilities utilizing the SCADA monitoring system; maintain safe working environment in control center and treatment facilities by maintaining established policies, procedures and operating guidelines.
- Monitor the operation of the City's water treatment operations to ensure compliance with federal, state and local requirements, regulations and ordinances, such as the Safe Drinking Water Act.
- Perform related duties as assigned.

Experience and Training Guidelines:

Effective March 1991

Revised Certifications January 2002

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Control Center Operator (continued)

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience performing complex plant operations duties in a water treatment facility, including six months experience with a computerized plant monitoring system comparable to SCADA.

Training:

Equivalent to completion of the twelfth grade supplemented by specialized training in chemistry, biology, mathematics or related field.

Licenses/Certifications:

Possession of, or ability to obtain within one year of hire, a Level III Water Operations Certification and a Level I Wastewater Operations Certification issued by the State of Arizona.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 104.

Job Code: 8243

Salary Range: 25

Compensation Plan: P40 / Regular

FLSA: Non-Exempt